**Abstract submission guidance**

**Key information**

* The title has a maximum word limit of 12 words.
* Please enter your name and ALL authors in the order and the form you wish them to appear in the final programme. Please note that only **two** named authors are permitted to present
* The abstract text should have a minimum of 250 words and a maximum of 500 words.
* Special symbols and abbreviations should be used sparingly
* Tables and images cannot be included in your abstract
* Please use the paragraph titles below in your abstract or case study. Please do not use variations on these headings so that we can standardise the abstracts.
* If you wish to include key words and references; they must be included in the body of your text and within the 400-word count.
* Abbreviations should be spelt out, in parenthesis, in their first use in the abstract.
* If your abstract has been accepted will need to register for the conference by **1 March 2025** for your work to be presented at the conference.
* The judging panel and conference committee reserves the right to reject any submission.

**For your abstract submission, please include the following headings**

* **Objective:** State the primary objective of the paper and the major hypothesis tested or research question posed.
* **Method:** Describe how participants were selected and the number of participants (if documentary data used, state how these were selected), materials employed (if appropriate), methods of data collection and analysis.
* **Results:** Include numerical and/or textual data. This should be kept to a minimum and should not include tables or figures. For qualitative analyses briefly describe your findings (e.g. identified themes, categories).
* **Conclusions:** State the conclusions that can be drawn from the study (including for future research, practice, policy and/or theory).

**Rules of submission**

* If you are submitting a paper for consideration, you must be available to speak at the conference on either of the days at the time given.
* The word count for all submissions is 500 words, any content over this word count will not be considered.
* Please do not upload longer abstracts, these will be automatically disqualified.
* All abstract submissions must use this application form <https://forms.office.com/e/N43i6D9bg3> no other methods will be allowed.
* We cannot provide individual feedback on any of the submissions.
* We cannot re-reimburse expenses for travel or accommodation at the conference.
* Late submissions will **not** be accepted.
* Your abstract must be anonymous.

**Judges tips**

* Make sure you read the entry criteria and the entry rules before you start to complete your entry. This way you will answer the questions being asked and not the questions you think are being asked.
* Give yourself plenty of time to both consider and develop your submission.
* If your submission paper is not anonymous we cannot guarantee that it will be marked.
* Think about your audience. Consider who will be reading your entry. The judging panel is made up of a cross section of midwifery experts and they may not have come across technical jargon specific to the area you operate in, so avoid it if it’s not needed.
* Shout loud and clear about your achievements.
* Make sure you stick to the word count – use the word count function.
* Proof reading. Use spell-check and get someone else to proof-read your finished entry to check that it makes sense.